

DoD 5010.12-M

Procedures for the Acquisition and Management of Technical Data



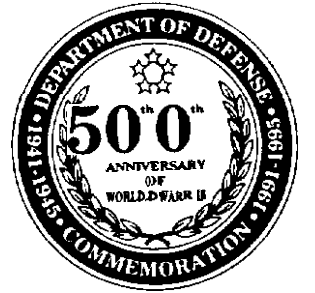
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**Assistant Secretary of Defense
Production and Logistics**



PRODUCTION AND
LOGISTICS

ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, DC 20301-8000



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FOREWORD

This Manual is issued under the authority of DoD Instruction 5000.2, "Defense Acquisition Management Policies and Procedures, " February 23, 1991. It prescribes policies and procedures for DoD acquisition and management of technical data.

This Manual applies to the Office of the Secretary of Defense (OSD) , the Military Departments; the Chairman of the Joint Chiefs of Staff and the Joint Staff; and the Defense Agencies (hereafter collectively referred to as "the DoD Components") . This Manual is effective immediately and is mandatory for use by all DoD Components. Supplementation and implementation of this Manual by the DoD Components shall comply with DoD Instruction 5000.2, section G.

Send recommended changes to the Manual to:

OASD (P&L)
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The DoD Components may obtain copies of this Manual through their own publications channels. Other Federal Agencies and the public may obtain copies from the Defense Printing Service Detachment Office, Attn: Customer Service, 700 Robbins Avenue, Philadelphia, PA 19111-5094. Telephone: (215) 697-2179.

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Principal Deputy

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REFERENCES

- (a) DoD 501 0.12-L, "Acquisition Management Systems and Data Requirements Control List (AMSDL) ", authorized by DoD Directive 5000.2, February 23, 1991
- (b) Defense Federal Acquisition Regulation Supplement (DFARS) , current edition
- (c) DoD Directive 5230.24, "Distribution Statements on Technical Documents," March 18, 1987
- (d) Public Law 96-511, "Paperwork Reduction Act of 1980," December 11, 1980
- (e) Title 10, United States Code
- (f) DoD Instruction 5000.2, "Defense Acquisition Management Policies and Procedures," February 23, 1991
- (g) DOD-STD-963, "Data Item Descriptions, Preparation of," August 15, 1986
- (h) MIL-HDBK-59, "Department of Defense Computer-Aided Acquisition and Logistics Support (CALS) Program Implementation Guide, September 28, 1990
- (i) Public Law 98-369, "Competition in Contracting Act of 1984"
- (j) Federal Acquisition Regulation, current edition
- (k) Defense Standardization Program Standardization Directory (SD-1), current edition
- (l) MIL-HDBK-248 , "Acquisition Streamlining," February 9, 1989
International Traffic in Arms Regulation
Export Administration Regulations
Public Law 90-629, "Arms Export Control Act," as amended (22 U.S.C. 2751 et seq.)
- (m) MIL-T-31000, "Technical Data Packages, General Specification for, " December 15, 1989
- (n) MIL-STD-1806, "Marking Technical Documents Prepared by or for the Department of Defense," February 1, 1990
- (o) DoD Directive 5230.25, "Withholding of Unclassified Technical Data from Public Disclosure," November 6, 1984
- (p) DoD 5400.7-R, "Freedom of Information Act Program," October 1990, authorized by DoD Directive 5400.7
- (q) DoD Directive 5400.7, "DoD Freedom of Information Act Program, " May 13, 1988
- (r) MIL-STD-961, "Military Specifications and Associated Documents, Preparation of," May 20, 1988
- (s) MIL-STD-962, "Military Standards, Handbooks, and Bulletins, Preparation of," May 20, 1988
- (t) DoD 5200.1-R, "Information Security Program Regulation, " June 1986, authorized by DoD Directive 5200.1, June 7, 1982

- (u) Armed Services Pricing Manual, 1986
- (v) MIL-I-45208, "Inspection System Requirements, " December 16, 1963
- (w) MIL-Q-9858, "Quality Program Requirements," December 16, 1963
- (x) DOD-STD-2168, "Defense System Software Quality Program", April 29, 1988
- (y) MIL-M-7298, "Manuals, Commercial Off-the-Shelf," February 1, 1988
- (z) MIL-HDBK-288, "Review and Acceptance of Engineering Drawing Packages, " January 14, 1991
- (aa) MIL-M-9868, "Microfilming of Engineering Documents, 35MM, Requirements for," October 1, 1970
- (ab) MIL-D-5480, "Data, Engineering and Technical, Reproduction Requirements for," June 15, 1970
- (at) MIL-M-38761, "Microfilming and Photographic of Engineering/Technical Data and Related Documents: PCAM Cord Preparation, Engineering Data Micro-Reproduction System, General Requirements for Preparation of," August 26, 1977
- (ad) MIL-STD-804, "Formats and Coding of Aperture, Camera, Copy and Tabulating Cards," April 30, 1990
- (se) MIL-STD-1840, "Automated Interchange of Technical Information," November 3, 1992
- (af) MIL-D-28000, "Digital Representation for Communication of Product Data: IGES Application Subsets and IGES Application Protocols," February 10, 1992
- (ag) MIL-R-28002, "Raster Graphics Representation in Binary Format, Requirements for," December 14, 1992
- (ah) Public Law 89-487, "Freedom of Information Act," as amended (5 U.S.C 552 (b) (3) and (4))
- (ai) DoD Cataloging Handbook H4/H8, "Contractor and Government Entity (CAGE)
- (aj) DoD 5230.25-PH, "Control of Unclassified Technical Data with Military or Space Application," May 1985, authorized by DoD Directive 5230.25
- (ak) DOD Instruction 7230.7, "User Charges," January 29, 1985
- (al) DoD 4120.3-M, "Defense Standardization and Specification Program Policies, Procedures and Instructions," August 1978, authorized by DoD Directive 5000.2

DEFINITIONS

1. Acceptance. The act of an authorized representative of the Government by which the Government, for itself or as an agent for another, assumes ownership of existing identified items tendered or approves specific services rendered as partial, or complete, performance of the contract.
2. Acquisition Management Svstems and Data Requirements Control List (AMSDL). A listing of source documents and data item descriptions which have been approved for repetitive contractual application in DoD acquisitions and those that have been cancelled or superseded. The AMSDL is identified as DoD 5010.12-L (reference (a)) and is reissued semiannually in April and October of each year.
3. Contract Data Requirements List (CDRL) DD Form 1423. The standard format for identifying potential data requirements in a solicitation and deliverable data requirements in a contract.
4. Contractual Data Requirement. A requirement, identified in a solicitation and imposed in a contract or order that addresses any aspect of data; i.e., that portion of a contractual tasking requirement associated with the development, generation, preparation, modification, maintenance, storage, retrieval, and/or delivery of data.
5. Controlling DoD Office. The DoD activity that sponsored the work that generates technical data or receives technical data for the Department of Defense therefore, has the responsibility for controlling the distribution of a document containing such technical data. (It should be noted that the controlling DoD office is also responsible for selecting the correct distribution statement and ensuring that it is applied to the technical data prior to initial distribution.)

6. Data. Data means recorded information regardless of the form or method of recording. For the purposes of this Manual, the term includes technical data, computer software documentation, financial information, management information and any other information required by a contract to be delivered to the Government.

7. Data Acquisition Document. A collective term for DIDs, specifications, and standards that contain requirements for the preparation of data products or for recordkeeping. With the exception of one-time DIDs, these documents require the Office of Management and Budget (OMB) clearance and must be listed in the AMSDL, DoD 5010.12-L (reference (a)) .

8. Data Item Description (DD Form 1664). A form which defines the intended use, preparation instructions, and content and format requirements for a specific data product.

9. Data Management. The process of applying policies, systems, and procedures for identification and control of data requirements; for the timely and economical acquisition of such data; for assuring the adequacy of data for its intended use; for the distribution or communication of the data to the point of use; and for use analysis.

10. Data Rights Validation. The process by which the Government assures itself of the legitimacy of the asserted restrictions of the Government's right to use, release or disclose technical data. The official definition of this validation process is addressed in section 2321 of Title 10, United States Code (reference (e)) .

11. Deferred Delivery. A method for delaying the delivery times for specified data. (Refer to the DFARS Subpart 405-71 (reference (b)) .

12. Deferred Ordering. A method used to establish the right to obtain data that may be needed in the future but

for which a specific requirement does not exist at the time of contract award. (Refer to Subpart 227.405-71 of reference (b) .)

13. Distribution Statement. A statement used in marking technical data to denote the extent of its availability for secondary distribution, release, and disclosure without need for additional approvals or authorizations from the controlling DoD office. (Refer to DoD Directive 5230.24, "Distribution Statements on Technical Documents. (reference (c)) .

14. DoD AMSDL Clearance Office. The office representing the Secretary of Defense that has been assigned the DoD-wide OMB clearance authority and responsibility for preparing and issuing the AMSDL, and for developing and implementing DoD policy for technical data requirements that are in compliance with Pub. L. No. 96-511 (reference (d)).

15. DoD Component Data Management Focal Point. That designated individual assigned principal responsibility for promulgating and ensuring compliance with the procedures outlined in this Manual at the DoD Component level. The DoD component data management focal point is the single focal point within the DoD Component for all data management issues.

16. Final Review. The final review of the completed technical data that has been submitted to the specified Government reviewing activity. That review includes a check for compliance of the technical data with contractual requirements, and proper identification of rights in technical data.

17. In-Process Review (IPR). In-process reviews provide an opportunity to monitor the technical data during preparation: These reviews also provide opportunities to verify the adequacy of the design activities, practices, and

procedures, including quality assurance (QA) practices for data that will result in deficient (missing dimensions, tolerances, notes, and interface requirements) , incomplete (missing reference documents, mandatory processes, etc.) , and nonconforming (not in accordance with contractual requirements) data. Discovery of discrepancies during this review will facilitate and expedite the final review and acceptance of the technical data.

18. Inspection. The examination of the technical data to determine whether it conforms to specified contractual requirements.

19. One-Time DID. A DID approved by a DoD Component for one-time acquisition use, which is associated with a unique data requirement applicable to a single contract.

20. Organizational Data Management Officer. That designated individual assigned primary responsibility at a major organizational level (e. g., major command, agency, center, laboratory) for ensuring compliance with the procedures of this Manual.

21. Organizational Data Manager. That designated individual at the project or system program office, division, DoD Field Activity, and other lower echelon assigned responsibility to assist an organizational data management officer in ensuring compliance with the procedures of this Manual.

22. Other Definitions. DFARS Subpart 227.401 defines other terms customarily used in data rights acquisition and management processes.

23. Overage DIDs. The DIDs that have been in the system without revision for a period of 10 years, or more.

24. Primary Distribution. The distribution of documented technical data to recipients, as determined by the controlling DoD office.
25. Reviewing Activity. The Government activity assigned to perform in-process, or final, reviews of TDPs.
26. Secondary Distribution. Distribution of, or access to, a document or technical data usually based on a request to a document repository or information center, performed by other than the controlling DoD office.
27. Tailoring of Data Requirements. Tailoring is the process of focusing on obtaining only minimum essential technical data and data rights. Tailoring data requirements shall consist of reducing the scope of an approved DID or source document, by specifying in block 16 of the DD Form 1423 those portions of the DID, or other data acquisition document, which are or are not applicable to the specific acquisition.
28. Technical Data. As used in this Manual, the term technical data has the same meaning as the term data. (When used in reference to rights in data and computer software, the term technical data means recorded information of a technical or scientific nature. The term does not include computer software or data incidental to contract administration such as financial or management information.)
29. Technical Data Package (TDP). A technical description of an item adequate for supporting an acquisition strategy, which defines the required design configuration and procedures to ensure adequacy of item performance. It consists of all applicable technical data such as drawings, associated lists, specifications, standards, performance requirements, QA provisions, and packaging details.
30. Technical Manual (TM). A publication that contains

instructions for the installation, operation, maintenance, training, and support of weapon systems, weapon system components, support equipment, or other items procured by the Department of Defense (DoD). TM information may be presented in any form or characteristic, including, but not limited to, hard copy, audio and visual displays, magnetic tape, discs, and other electronic devices. A TM normally includes operational and maintenance instructions, parts lists or parts breakdown, and related technical information or procedures exclusive of administrative procedures.. Technical orders (TOs) that meet the criteria of this definition may also be classified as T'Ms.

31. Validation. As used, validation is the process by which the contractor (or other activity as directed by the DoD Component procuring activity) tests technical documents for accuracy and adequacy, comprehensibility, and usability. Validation is conducted at the contractor's facility or at an operational site and involves the hands-on, unless otherwise agreed on by the DoD Component, performance of operating and maintenance procedures including checkout, calibration, alignment, and scheduled removal and installation instructions. (For validation of data rights, see "Data Rights Validation.")

32. Verification. The process by which technical data are tested and proved under DoD Component control to be technically accurate and complete, comprehensible, and usable for operation and maintenance of equipment or systems procured for operational units. Verifications conducted by using personnel with skill levels equivalent to those of the people who will be required to maintain the equipment or system in the operational environment. Verification consists of the actual performance of operating and maintenance procedures and associated checklists, including checkout, calibration, alignment, and scheduled removal and installation procedures.

33. Warranty of Data. A data warranty is a guarantee by the contractor that all technical data delivered under the contract conform with all contractual requirements for the data.